

**DOCUMENT NAME: Government Bill of Lading (GBL) -
Personal Property/Household Goods
DAFIS DOCUMENT TYPE: 15**

1. **Description:** Shipment of personal property/household goods (HHG) on permanent change of station orders (PCS).
2. **Primary Forms:** SF-1203, U. S. Government Bill of Lading - Privately Owned Personal Property
3. **Related Forms:**
 - *CG-5131, Standard Travel Order For Military Personnel
 - *DD-214, Certificate of Release or Discharge from Active Duty
 - DD-619, Statement of Accessorial Services
 - DD-1299, Application for Shipment and/or Storage of Personal Property
 - DD-1348, Single Line Item Requisition System Document
 - SF-1113, Public Voucher
 - *Authorization letter for retirement
 - *Authorization letter for early return of dependents

Note: * One of these will apply to each shipment of HHG on a GBL.

4. **Document Number:** Nonstandard - unit assigned.

TONO number from orders is used.

SAMPLE: 1594234P12345

<u>Document Type</u>	<u>Last Nine Digits FY</u>	<u>of TONO</u>	<u>Suffix</u>
15	94	234P12345	

NOTE: Suffix will be assigned by FINCEN depending on type of payment made. For example, line haul charges, use L00, or if more than one GBL for a member with a different vendor, L01, etc. Also for storage in transit (SIT) charges, use S00, or if more than one GBL with a different vendor, S01, etc.

5. **Accounting Line:** Will come from orders or other authorization for shipment. Object class will be changed to 2221 for transportation of HHG-PCS.

SAMPLE: 2/P/401/299/22/0/22/78040/2221

6. **FINCEN Critical Processing Requirements:** Issuing units must ensure all forms are completed in entirety. The following information is critical for processing:
 - a. SF-1203

6. a. (1) Vendor's Standard Carrier Alpha Code (SCAC) in block 2.

(2) Property owner's name and SSN - block 10.

(3) Standard DAFIS travel order number - block 11.

(4) Applicable DAFIS accounting data - block 24.

(5) Bill charges to: (block 21)

Transportation
USCG Finance Center
P. O. Box 4101
Chesapeake, VA 23327-4101

b. DD-1299

(1) Shipment number - block 2 (multiple shipments must be numbered in chronological order).

(2) Complete transportation office address - block 3.

(3) Member/Employee name, rank, SSN, agency - block 6.

(4) Standard DAFIS travel order number - block 8e.

c. Legible copy of DD-1299 must be forwarded to **Transportation, USCG Finance Center, P. O. Box 4101, Chesapeake, VA 23327-4101 with supporting copies of the GBL and authorizing orders.**

7. Other Information: Authorization letter for early return of dependents must have chargeable accounting data, including TONO.

8. LUFS Information:

a. Standard generic input is made through the Record Spending Module.

b. Obligation will transmit electronically via LUFS, if desired.

c. The first yellow copy of this document is NOT required to be mailed to FINCEN if the obligation is transmitted via LUFS.

9. Document Flow:

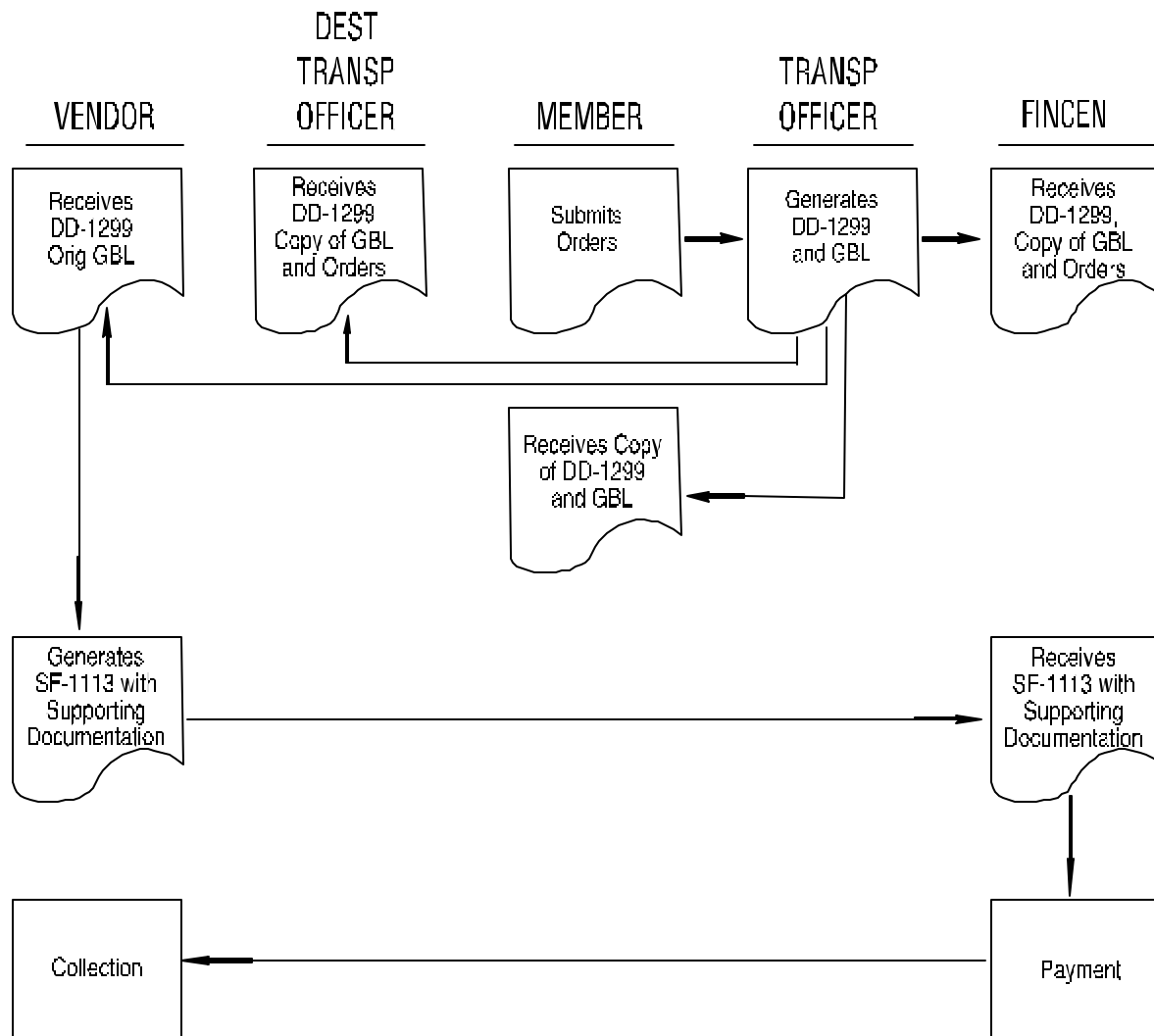


Figure 12C-18 Government Bill of Lading (GBL) - Personal Property/Household Goods

- a. Figure 12C-18 describes the procedures for processing Government Bill of Lading (GBL) - Personal Property/Household Goods.
- b. Member submits sufficient copies of orders to satisfy distribution requirements to the transportation office.
- c. The transportation office **generates and forwards to carrier, destination transportation office and Transportation, USCG Finance Center, P. O. Box**

9. c. (cont'd) **4101, Chesapeake, VA 23327-4101** a separate DD-1299, GBL, and orders for each shipment. Block 12 of DD-1299 must be numbered in chronological order when two or more shipments are made on the same PCS orders.
- d. Upon completion of the shipment, vendor invoices on SF-1113 are mailed to FINCEN, including necessary supporting documentation, DD-1299, orders, weight tickets, DD-619, DD-619-1, waiver, etc., depending on type of shipment.
- e. FINCEN processes for payment when complete package is received.

10. Sample Forms: See Figures 12C-19, 12C-20 and 12C-21.

11. PES Report Sample:

DOCUMENT ID	TRANS CODE	BATCH NUMBER	COST CENTER	OBJ CLASS	COMMIT	UNDELIVERED ORDERS	ACCRUED EXPEND	EXPEND
1594234P12345L00	103F	94100F242	78040	2221	0.00	0.00	0.00	999.80
1594234P12345S00	103F	94109F246	78040	2221	0.00	0.00	0.00	598.45

12. References: GSA's How to Prepare and Process U. S. Government Bills of Lading. (NSN 7610-00-682-6740).

U.S. GOVERNMENT BILL OF LADING — PRIVATELY OWNED PERSONAL PROPERTY				ORIGINAL 8/L NO. DP-340,192	
1. TRANSPORTATION COMPANY (if agent, TENDERED TO) Yellow Freight Systems				2. SCAC YFSY	3. SERVICE CODE HHG
4. SHIPMENT NO. 1 OF 2				5. DATE B/L ISSUED 12/22/93	
6. REQUESTED PICKUP DATE 12/29/93	7. REQUESTED PICKUP DATE 12/29/93	8. REQUESTED DELIVERY DATE 1/15/94	9. IMPORTANT		
12. EXTRA PICKUP/DELIVERY (Complete address)			10. PROPERTY OWNER'S NAME, SOCIAL SECURITY NO., NAME AND PAY GRADE		
13. EXTRA PICKUP/DELIVERY (Complete address)			11. AUTHORITY FOR SHIPMENT (Order No., Air No., MO) TONO # 1294234P12345		
14. DEPARTMENT/AGENCY USCG			15. TRANSPORTATION CONTROL NO.		
16. Received by the transportation company named above, subject to conditions named on reverse hereof, the property hereinafter described, in apparent good order and condition contents and value unknown, to be forwarded to destination by the said company and connecting lines, there to be delivered at the point order and consigned to said consignee.			17. FULL NAME OF SHIPPER Superintendent, U.S. Coast Guard Academy		
18. CONSIGNEE (Name and destination delivery address) (See block 12) U.S. Moving & Storage 5025 So HWY U.S. 40 Dayton, Ohio 45416 (513) 275-9125			19. FROM (Complete address of point of origin) (See block 12) U.S. Coast Guard Academy (GSK) New London, CT 06320		
20. RESPONSIBLE DESTINATION INSTALLATION/OFFICE 5th Coast Guard District 431 Crowford Street Portsmouth, VA 23704-5004			21. BILL CHARGES TO (Ship/Agent, Rec./OR, and complete mailing address) Transportation USCG Finance Center P. O. Box 4101 Chesapeake, VA 23327-4101		
22. VIA (Name of routing carrier)			23. FOR CARRIER USE ONLY - WATERLIFT/FREIGHT B/L NO.		
24. APPROPRIATION CHARGEABLE 2/P/401/299/22/0/22/78040/2221			25. REMARKS (If every service is ordered, see ADMINISTRATIVE INSTRUCTIONS NO. 2 on reverse.) S.I.T. NOT TO EXCEED 90 DAYS IS AUTHORIZED; 0 DAYS WERE UTILIZED AT ORIGIN. BEFORE EFFECTING DELIVERY TO RESIDENCE OR PLACING IN STORAGE, CARRIER WILL CONTACT THE TRANSPORTATION OFFICER SPECIFIED IN BLOCK # 20 BY TELEPHONE (804) 398-1111 *****Sam N. Smith (804) 398-1234***** ***FOR VENDOR PAYMENT INQUIRIES CONTACT (804) 523-6812***		
26. PACKAGES NO. 1		27. DESCRIPTION OF SHIPMENT* (Specify)		28. WEIGHT†	
Household Effects		GROSS # 1600		FOR USE OF DESTINATION CARRIER ONLY	
Unaccompanied Baggage M/F Sam N. Smith, 1234 WaterWay Portsmouth, VA 23702		TARE # 600		SERVICES 29. RATE 30. CHARGES	
		NET # 1000		LINE-HAUL TRANSPORTATION	
		† Includes professional books, papers, and equipment everything		PACKING/UNPACKING	
				OTHER ACCESSORY SERVICES	
				TOTAL #	
				31. TARIFF OR SPECIAL RATE AUTHORITIES	
* Shipment at special valuation used in appropriate service or tariff unless otherwise stated hereon				B/L NO. DP-340,192	
CERTIFICATE FOR RECEIPT OF SHIPMENT AND ORIGINAL BILL OF LADING				32a. ISSUING OFFICE (Name and date)	
33a. NAME OF TRANSPORTATION COMPANY		33b. DATE OF RECEIPT OF SHIPMENT		32b. ISSUING OFFICE (Name and complete address) GBLCC #	
33c. SIGNATURE OF AGENT/OWNER		33d. PER		34. FOR USE OF PAYING OFFICER (Does not affect carrier charges)	
				UNAUTHORIZED ITEMS	
				EXCESS DISTANCE	
				EXCESS VALUATION	
				EXCESS WEIGHT	
				Other (Specify under remarks)	
CERTIFICATE OF CARRIER BILLING FOR CHARGES—CONSIGNEE MUST NOT PAY ANY CHARGES ON THIS SHIPMENT					
35a. On Code		35b. AT (Initial delivery points)		35c. THE (Name of delivering carrier) Yellow Freight Systems	
35d. DELIVERED THIS CONSIGNEE TO <input type="checkbox"/> STORAGE IN TRANSIT <input type="checkbox"/> RESIDENCE		35e. COMPLETE AND IN APPARENT GOOD ORDER EXCEPT AS MAY BE INDICATED HEREAFTER <input type="checkbox"/> SHORTAGE <input type="checkbox"/> DAMAGE <input type="checkbox"/> CARRIER OSAD REPORT ATTACHED		35f. SIGNATURE OF CARRIER'S AUTHORIZED AGENT	
35g. NAME OF DESTINATION CARRIER (Carrier authorized to act as agent) Yellow Freight Systems					

1. Carrier to exercise and effect Certificate of Storage and Liability for shipments stored in storage in transit.
NPS 1245-01-004-8488

STANDARD FORM 1203 (7-87)
PRESCRIBED BY GSA, FPMR (41 CFR) 101-11.3

Figure 12C-19 SF-1203, U. S. Government Bill Of Lading - Privately Owned Personal Property

APPLICATION FOR SHIPMENT AND / OR STORAGE OF PERSONAL PROPERTY (Before completing form, read Privacy Act Statement on reverse)		1. DATE PREPARED (YYMMDD) 93 - NOV - 12		2. SHIPMENT NUMBER 1/2	
3. NAME OF PREPARING OFFICE TRANSPORTATION OFFICE USCG ACADEMY, NEW LONDON, CT C706320		4. TO (Responsible origin Personal Property Shipping Office) a. NAME TRANSPORTATION OFFICER (FL)			
5. NAME OF DESTINATION PERSONAL PROPERTY SHIPPING OFFICE T.O. USCG BASE, 196 TRADD ST. (CAPS) CHARLESTON, SC 29401		b. ADDRESS (Street, City, State, Zip Code) U.S. COAST GUARD ACADEMY 15 MOHEGAN AVE NEW LONDON, CT 06320			
6. MEMBER OR EMPLOYEE INFORMATION (803) 724-7610/7613					
a. NAME (Last, First, Middle Initial) Smithe, Sam N.		b. RANK / GRADE ENS/O-1		c. SSN 123-12-1234	d. AGENCY U.S. COAST GUARD
7. REQUEST ACTION BE TAKEN TO TRANSPORT OR STORE THE FOLLOWING					
a. HOUSEHOLD GOODS / UNACCOMPANIED BAGGAGE / ITEMS / NO. OF CONTAINERS (Enter quantity estimate)					
(1) POUNDS 1500 LBS	(2) POUNDS OF PROFESSIONAL BOOKS, PAPERS, AND EQUIPMENT (Enter none, if not applicable)		(3) EXPENSIVE AND VALUABLE ITEMS, NUMBER OF CARTONS		
b. MOBILE HOME INFORMATION (Enter dimensions in feet and inches)					
(1) SERIAL NUMBER	(2) LENGTH	(3) WIDTH	(4) HEIGHT	(5) TYPE EXPANSO (Describe)	
(6) MOBILE HOME SERVICES REQUESTED (if applicable)					
(a) Contents Packed		(b) Mobile Home Blocked		(c) Mobile Home Unblocked	
(d) Stored at Origin		(e) Stored at Destination			
8. THIS SHIPMENT / STORAGE IS REQUIRED INCIDENT TO THE FOLLOWING CHANGE OF STATION ORDERS					
a. TYPE ORDERS (X one)		b. ISSUED BY		c. NEW DUTY ASSIGNMENT	
(1) PERMANENT	X	(2) TEMPORARY	COMDT USCG	CGC Neversail, PORTSMOUTH, VA	
d. DATE OF ORDERS (YYMMDD) 931104		e. ORDERS NUMBER 1294234P12345		f. IN TRANSIT TELEPHONE NO. (Include Area Code) 804 123-1234	
g. IN TRANSIT ADDRESS (Street, City, State, Zip Code) RT 1 BOX 1, ANYTOWN, NY 01234					
9. PICKUP (ORIGIN) INFORMATION			10. DESTINATION INFORMATION		
a. ADDRESS (Street, Address, City, County, State, and Zip Code) (If mobile home, also include mobile home court name) U.S. COAST GUARD ACADEMY (GSK) NEW LONDON, CT 06320			a. ADDRESS (Street, Address, City, County, State, and Zip Code) (If mobile home, also include mobile home court name) RT 1 BOX 1 ANYTOWN, NY 01234		
b. PHONE NUMBER (Include Area Code) (203) 444-1234			b. AGENT DESIGNATED TO RECEIVE PROPERTY Susie Smithe		
11. EXTRA PICKUP / DELIVERY ADDRESS (if applicable)					
12. SCHEDULED DATE (YYMMDD) FOR		a. PACK 93 Nov 24		b. PICKUP 93 Nov 24	
				c. DELIVERY 12/7/93	
13. REMARKS					
14. I CERTIFY THAT NO OTHER SHIPMENTS AND / OR NONTEMPORARY STORAGE HAVE BEEN MADE UNDER THESE ORDERS EXCEPT AS INDICATED BELOW (If none, indicate "NONE.")					
a. FROM	b. TO	c. NET POUNDS (Actual or est.)	d. POUNDS OF PROFESSIONAL BOOKS, PAPERS, EQUIPMENT (Actual or est.)		
15. CERTIFICATION OF SHIPMENT RESPONSIBILITIES / STORAGE CONDITIONS. I certify that I have read and understand my shipping responsibilities and storage conditions printed on the reverse side of this form.					
a. SIGNATURE OF MEMBER / EMPLOYEE		b. DATE SIGNED		c. ADDRESS OF CONTRACTOR (Street, City, State and Zip Code)	
d. NAME OF CONTRACTOR (Origin DPM or non-temporary storage)					
16. CERTIFICATE IN LIEU OF SIGNATURE ON THIS FORM IS REQUIRED WHEN REGULATIONS SO AUTHORIZE. Property is baggage, household goods, mobile home, and / or professional books, papers and equipment authorized to be shipped at government expense.					
a. REASON FOR NONAVAILABILITY OF SIGNATURE		b. CERTIFIED BY (Signature)			
		c. TITLE			

DD Form 1299, DEC 85
1/3 0102-LF-001-2992

Effective June 1, 1986 all previous editions of this form are obsolete.

Figure 12C-20 DD-1299, Application for Shipment and/or Storage of Personal Property

DEPARTMENT OF TRANSPORTATION U.S. COAST GUARD CG-5131 (Rev. 8-84)		STANDARD TRAVEL ORDER FOR MILITARY PERSONNEL		DATE	
FROM: SUPERINTENDENT, U.S. COAST GUARD ACADEMY			1. TRAVEL ORDER NO.		
TO: ENS S. N. Smithe, 123-12-1234			CIC-G 1294234P12345		
VIA:			2. AUTHORITY COMDT MSG 020023Z APR 94		
3. PROCEED AND REPORT IN THE ORDER LISTED BELOW:					
STATION/PLACE		NATURE OF DUTY		REPORTING TIME/DATE	
COMMANDING OFFICER		FASDU			
USCGC Neversail		(OBC 12345B) (BCN 1234567)		RPT NLT 94 JAN 22	
4. <input type="checkbox"/> A. THIS ORDER CONSTITUTES A PERMANENT CHANGE OF STATION FROM <u>NEW LONDON, CT</u> TO <u>PORTSMOUTH, VA</u>					
<input checked="" type="checkbox"/> B. PERMANENT STATION REMAINS					
<input checked="" type="checkbox"/> C. SUBMIT A NEW CG-3498, OFFICER ASSIGNMENT DATA CARD OR CG-4526, ENLISTED ASSIGNMENT/DATA FORM, AS APPLICABLE, IN ACCORDANCE WITH CURRENT DIRECTIVES.					
5. UPON COMPLETION OF THIS TEMPORARY ADDITIONAL DUTY, YOU WILL RETURN TO YOUR REGULAR STATION AND RESUME YOUR REGULAR DUTIES. <input type="checkbox"/> VISIT/REVISIT AUTHORIZED IN CONNECTION WITH THIS TEMPORARY ADDITIONAL DUTY.					
6. DELAY AUTHORIZED: _____ (Days) LEAVE, OTHER DELAY AS AUTHORIZED BY REGULATIONS OR ENDORSEMENT HEREON.					
7. LEAVE (Address/Phone)			8. RECORDS DISPOSITION: SERVICE: <u>MAILED</u> PAY: <u>PPC</u> HEALTH: <u>MAILED</u>		
9. TRAVEL NECESSARY TO THE EXECUTION HEREOF IS REQUIRED IN THE PUBLIC INTEREST AND IS AUTHORIZED CHARGEABLE AGAINST:					
APPROPRIATION	OPERATING GUIDE	COST ACCOUNT	OBJECT ACCOUNT	PROJECT NUMBER	
6940201	---	SEE BELOW	---	---	
10. TRAVEL IS AUTHORIZED OR DIRECTED AS INDICATED BELOW: (Check appropriate block)					
<input checked="" type="checkbox"/> A. FOR ENLISTED PERSONNEL PERMANENT CHANGE OF STATION ONLY (including temporary duty en route): TRAVEL BY PRIVATELY OWNED CONVEYANCE IS AUTHORIZED. (See Section 4-D, Personnel Manual)					
<input type="checkbox"/> B. TRAVEL VIA GOVERNMENT TRANSPORTATION IS DIRECTED BEYOND THE CONTINENTAL LIMITS OF THE U.S. WHEREVER AVAILABLE. TRAVEL VIA COMMERCIAL CARRIER IS AUTHORIZED WHEN GOVERNMENT TRANSPORTATION IS NOT AVAILABLE. FOR MAC, CLASS TWO PRIORITY IS CERTIFIED.					
<input type="checkbox"/> C. TRAVEL IS DIRECTED BY COMMERCIAL CARRIER ON TRANSPORTATION REQUESTS, WHEN TRANSPORTATION REQUESTS ARE AVAILABLE, OTHERWISE AT OWN EXPENSE, SUBJECT TO REIMBURSEMENT.					
<input checked="" type="checkbox"/> D. TRAVEL AT OWN EXPENSE IS AUTHORIZED, SUBJECT TO REIMBURSEMENT. (This alone does not authorize Enlisted Personnel to travel by privately owned conveyance.)					
<input type="checkbox"/> E. FOR TEMPORARY ADDITIONAL DUTY ORDERS ONLY: (1) Travel by privately owned conveyance is authorized and is more advantageous to the Government. (2) Travel by privately owned conveyance is authorized. (Authorized only when sufficient leave to allow safe driving is granted.)					
11. A RELEASE FROM MANDATORY ASSIGNMENT TO GOVERNMENT HOUSING MUST BE OBTAINED FROM YOUR NEW COMMAND PRIOR TO PROCURING HOUSING IN THE CIVILIAN SECTOR OF THE AREA SURROUNDING YOUR NEW DUTY STATION.					
12. ADDITIONAL INSTRUCTIONS ACCTG DATA: 6940201 2/P/401/299/22/0/22/78040/2104 AUTHORIZED ADVANCE MILEAGE AND PERDIEM AUTHORIZED 30 DAYS NONCHARGEABLE GRADUATION LEAVE. MEMBERS HOME OF RECORDS: ANYTOWN, NY					
13. DISTRIBUTION: COMDT(G-PIM-2/0), ACADEMY (PRU/PE/CA/ACO/SR), CG FINCEN, USCGC					
14. AUTHENTICATING SIGNATURE R. K. GUARD, YNCS, USCG			15. ORDERS RECEIVED (Date, Place, Signature of Traveler) 93 DEC 22 NEW LONDON, CT		

PREVIOUS EDITION MAY BE USED

SN 7330-01-GP2-3750

Figure 12C-21 CG-5131, Standard Travel Order for Military Personnel